ZONING COMPLIANCE APPLICATION & INSTRUCTIONS

FOR ACCESSORY STRUCTURES & ADDITIONS

Below are the steps you complete to submit your application:

1. Please fill in all areas of the application.

2. A basic dimensioned drawing that shows the property lines, the roads, the driveway, where you are placing/replacing the pool, shed, etc. or adding an addition. Dimensions are REQUIRED.

3. **If you are on a STEP system**, please check this at the top of the application where it is referenced.
   If you are on septic system, please check this at the top of the application where it is referenced. A copy of your septic completion document from the TDEC office is required. See application for TDEC website. If you need assistance with this process, please call 615-687-7000.

4. If you have not hired anyone or are doing the work yourself, please write not decided or Self on the Contractor/Installer line.

5. Please bring the application to the counter to be reviewed by an administrative assistant. Your payment for your Zoning Compliance application will be taken at this time. We accept card, check or cash. If you use a card for payment, there is a 2.7% fee. No refunds will be issued for any reason.

6. After your application has been reviewed and approved, (this takes approx. 3 business days, possibly more if engineering approval is needed or other issues arise) we will contact you via e-mail. This will include your completed paperwork which will also be sent to Building Codes. You will then reach out to them to continue to the building permit process. You can reach them at 615-898-7734 with any questions regarding the process. If you haven't received an email within 3-4 days, **please check your spam**.

Note that the Zoning Compliance Certificate is valid for six months (180 days) after initial approval. After expiration, the review fee will need to be paid again to receive re-approval if no action has been taken to begin construction.

STATE OF TENNESSEE

DEPARTMENT OF ENVIROMENT AND CONSERVATION

REQUIRED DISTANCES FROM SEPTIC TANK AND ABSORPTION FIELD (FIELD LINES) IN FEET:

	SEPTIC TANK	**FIELD LINES**
WELLS OR WATER SUPPLY	50 FEET	50 FEET
DWELLINGS W/O BASEMENT	5 FEET	10 FEET
DWELLINGS WITH BASEMENT	15 FEET	25 FEET
PERMANENT OUT BUILDINGS	5 FEET	10 FEET
PROPERTY LINES AND EASEMENT BOUNDARIES	10 FEET	10 FEET
GULLIES, RAVINES, DRY STREAM BEDS, DRAINAGE WAYS, SINKHOLES, STREAMS, AND CUT BANKS	15 FEET	25 FEET
HOUSE TO TANK CONNECTIONS	N/A	10 FEET
SEPTIC AND DOSING TANKS	N/A	5 FEET
ABOVE-GROUND POOLS (NO CUTTING OF SOIL OVER 1 FOOT TO LEVEL SITE)	5 FEET	10 FEET
ABOVE-GROUND POOLS (OVER 1 FOOT OF CUT NEEDED TO LEVEL GROUND)	15 FEET	25 FEET
IN GROUND OR SEMI-IN-GROUND POOLS	15 FEET	25 FEET
PERMANENT ABOVE-GROUND STRUCTURES (I.E. WITH FOUNDATION)	5 FEET	10 FEET
TEMPORARY STRUCTURES (I.E. NO FOUNDATION)	5 FEET	10 FEET
UTILITY LINES	10 FEET	10 FEET

ALL OF THESE CONDITIONS CAN AFFECT THE USEABLE SOIL AREA ON YOUR PROPERTY FOR PRIMARY OR SECONDARY SEPTIC SYSTEM.

THESE CONDITIONS COULD AFFECT THE RE-FINANCE OR RE-SALE OF YOUR HOME.

RUTHERFORD COUNTY REGIONAL PLANNING COMMISSION

One South Public Square, Room 200, Murfreesboro, TN 37130
Website: www.rutherfordcountytn.gov | OFFICE 615.898.7730

You can submit via e-mail to zoningcompliance@rutherfordcountytn.gov

Payment must be paid at the time of submitting the application. Please call our office to make your payment or bring payment to our office with the application.
No refunds will be given for any reason.

PLEASE ALLOW UP TO THREE (3) BUSINESS DAYS TO PROCESS YOUR APPLICATION

ZONING COMPLIANCE APPLICATION
REQUIRED INFORMATION

$250 FEE* - New Home, ADU, or Livable (Heated & Cooled) Additions or Accessory Structures
$150 FEE* - All Non-Livable Additions, Structures, or Swimming Pools
+ $5 FEE - Per New Address Assigned (if needed)
+ $600 FEE - Land Disturbance Fee (for new house or ADU)

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☐ A dimensioned sketch drawing showing the following features must be provided:
- Lot lines
- Building footprints of all existing and proposed structures
- Distances of structures to property lines

Check one of the following two boxes for sewage disposal:

☐ Property is on a septic system. A SSDS/septic completion letter or permit from TDEC, Division of Water Resources is required. This information can be found at https://tdec.tn.gov/filenetsearch

☐ Property is on a STEP system or sanitary sewer (TDEC septic letter not required)

☐ Check here for new house, accessory dwelling unit (ADU) or conversion of ADU: A Land Disturbance Permit is required

PLEASE COMPLETE THE FOLLOWING
CIRCLE THE E-MAIL/PHONE NUMBER OF THE PRIMARY CONTACT FOR THIS PROJECT

Property Owner	**Phone Number**	**E-Mail Address**	
Property Address ☐ New Address Needed	**City**	**State** Tennessee	**Zip**
Mailing Address (if different)	**City**	**State**	**Zip**
Contractor/Installer	**Contractor's/Installer's Phone Number**		
Contractor/Installer E-Mail			

Size of proposed structure(s) or addition (square feet)	**Describe what you are building (e.g. a new stick-built home, manufactured home, addition, Dutch barn, pool, etc.)**

Properties in the 100-year FEMA floodplain will require minimum pad and/or floor elevations. Properties with identified flooding issues outside the 100-year floodplain may also require them.

FOR OFFICE USE ONLY

Tax Map	Group	Parcel	Lot Size	Zoning	Subdivision/Section	Lot #	Receipt #	Date	Initials

Accessory Structures Zoning Requirements
Section 1101 D of the Rutherford County Zoning Ordinance

Size

- The maximum allowed size of all accessory structures, excluding swimming pools, is based on the acreage of the parcel. See table below.

Size of Parcel	Total combines square footage for all detached accessory structures
1 acre or less	2,000 square feet
More than 1 acre	5% of Lot Area

- Square footage measurement of an accessory structure shall include the entire structure, including any expandable areas accessed by a formal staircase (i.e. bonus rooms on a second floor) finished or unfinished.
- The district maximum lot coverage may not be exceeded.

Location

- Accessory structures must be located inside or rear yards a minimum of 5 feet from the property lines (For corner lots and rear yards abutting a public street see section 1101 I and J of the Rutherford County Zoning Ordinance).
- Accessory structures are only allowed in the front yard if the principal structure is setback more than 60 feet from the front property line.
- Accessory structures must be setback a minimum of 10 feet from the septic tank and the septic field lines areas.
- Accessory structures must not encroach in any drainage easement or in the vision triangle.

Additional Standards

- No accessory structure may be approved before the principal structure is built without special exception approval by the Board of Zoning Appeals.
- No accessory structure shall exceed the height limitation for the zoning district which is typically 35 feet.
- Restrictive covenants/deed restrictions may differ from the zoning requirements. The applicant is responsible for knowledge of these covenants/restrictions.

Swimming Pools (if applicable)

- In-ground swimming pools have additional setbacks from septic tanks and field lines. In-ground pools must be setback 25 feet from field lines and 15 feet from the septic tank.
- The County Building Codes Department also has various regulations regarding swimming pools and should be consulted before purchasing or installing a pool on your property.